

TIER II MANAGER™ Basic INTRUCTIONS

Tier II Manager™ can be accessed at: <https://apps.dnrec.state.de.us/tier2/submit/>

To Register as a User:

The first time the system is accessed, click the *Register Now* button. This will prompt you to complete a registration form. All red fields are required. Once complete, click *Register*. You can then click on *Close Window*. The Tier II Manager™ Administrator will approve each user and assign facilities associated with the Username. The approval process could take up to 48 hours. The system will generate an e-mail from the Administrator indicating that you are approved to access the system.

To Submit 2005 Report:

To review and modify your facility submission(s), go back to the above URL for Tier II Manager™. Click the *Sign In* button and enter your username and password.

The system will open to the Main Menu, with a list of facilities that was submitted for the 2004 calendar year. If you report for multiple facilities, all of these facilities will be listed. Please contact the EPCRA Reporting Program immediately at (302) 739-9405 if there are any questions about the information listed in the Main Menu.

To view information about a specific facility, click the link in the Facility/Site Name column. This will bring you to that facility's Submissions Listing page.

To view Tier II information, click the [Edit] link next to 2005 in the 312(Tier II) section. This will take you to the Facility Home Page. This is where all Tier II information can be viewed, added, deleted, and edited.

Once all the 2005 reporting year information is in the system, click on the Click Here link under the Annual Submission section. Follow the on-line instructions to complete the submission.

WHAT MUST BE SUBMITTED

In order for the Delaware EPCRA Reporting Program to accept an annual Hazardous Chemical Inventory submission as complete, the following items must be submitted:

1. A signed Certification Letter/Fee Summary generated by Tier II Manager™ must be submitted for **each** facility for which data is being submitted even if there have been no changes from the previous reporting year. If data is being submitted for multiple sites, a Certification Letter/Fee Summary must be signed, in ink, for **each** facility.
2. A Site Plot Plan must be submitted for each facility for which data is being submitted. A plot plan may be submitted electronically through Tier II Manager as part of the facility report or on an 8^{1/2} X 11 inch sheet of paper, mailed with the certification letter. If the plot plan that is currently linked to the facility is accurate, you do not need to submit another plot plan.
3. If applicable, reporting fees can be paid on-line using a credit card or ACH transfer. Checks for the appropriate reporting fees should be mailed with the signed Certification Letter/Fee Summary. If reporting for multiple sites, it is not necessary to send a different check for each site - one check covering the reporting fees for all facilities is acceptable. **Make checks payable to "State of Delaware- EPCRA Program." (NOTE: Invoices are not provided for fees due, however an invoice can be printed from Tier II Manager. Reporting fees must be submitted with the reports by March 1).** Reporting fees cannot be paid in cash.

In order for a submission to be considered complete, we must receive all of these items by March 1, 2006. For items that are mailed, the post mark must be on or before March 1, 2006.